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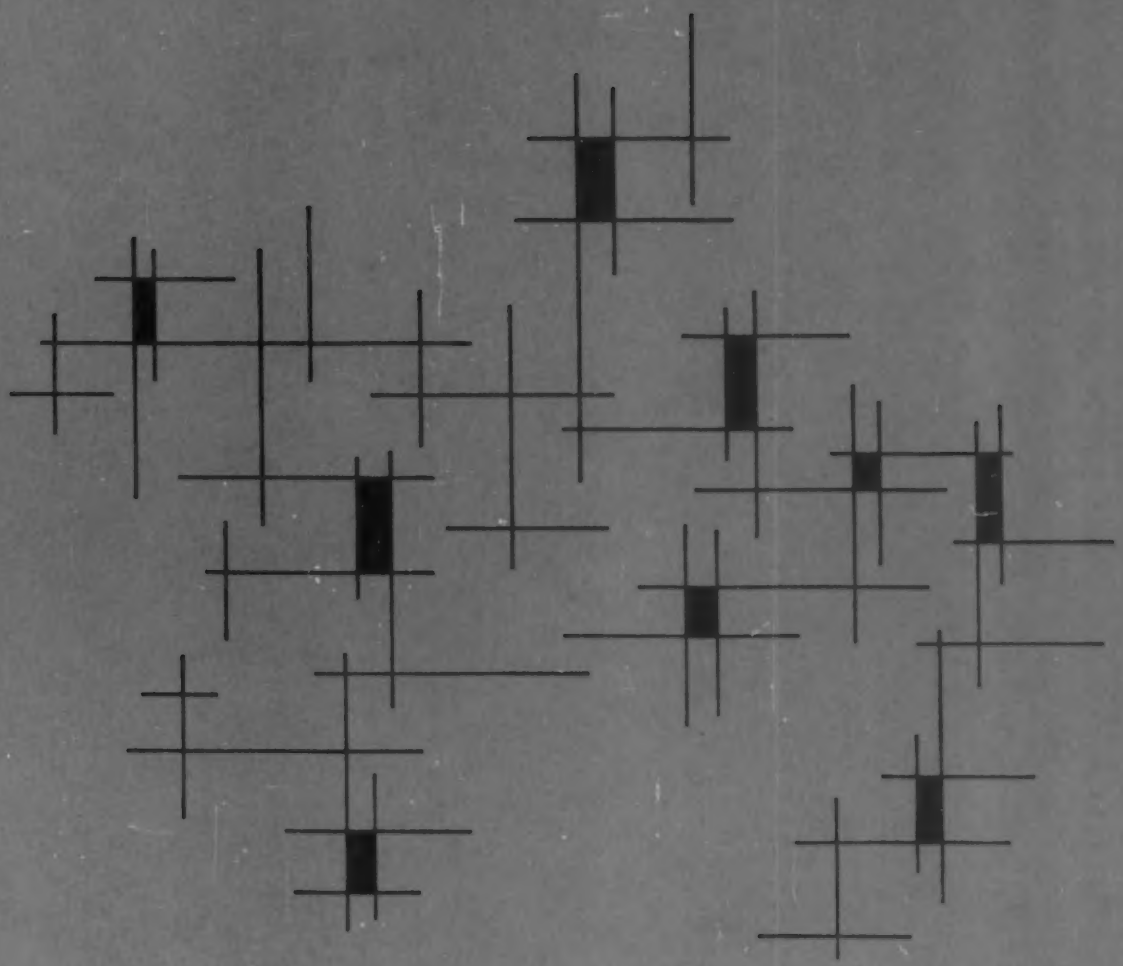
Personnel Literature



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ASSESSMENT CENTERS

12-1 Ie122.5 .G67f

Gorham, William A.

Federal executive agency guidelines and their impact on the assessment center method. Washington, U.S. Civil Service Commission, Bureau of Policies and Standards, Personnel Research and Development Center, 1977. 7p. (Professional series 77-1)

Speech delivered at 5th International Congress on the Assessment Center Method, Washington, D.C., May 5, 1977.

Descriptors: *Assessment centers / Validity / *Executives--Selection--Standards.

12-2 Ie122.5 .Un35a

U.S. Civil Service Commission.

Assessor team balancing. Prepared by Richard D. Neidig and Hardy L. Hall, Applied Psychology Section, Personnel Research and Development Center, Bureau of Policies and Standards. Washington, 1977. 6p. (Technical memorandum 77-19)

Descriptors: *Assessment centers--Administration / Reliability / *Assessors--Training / *Training evaluation--Research / Validity--Research / Mathematical analysis / Decision-making--Group method / Simulation methods / *Executives--Selection--Evaluation / Federal government.

CHANGE, ORGANIZATIONAL

12-3

Reddin, W. J.

Confessions of an organizational change agent. Training development journal, 31:52-57, October 1977.

Descriptors: *Change, Organizational / *Change agents.

CIVIL SERVICE

12-4

Finkle, Arthur L.

The impact of federalism on the merit system. IPMA news (International Personnel Management Association), p. 4-6, October 1977.

Descriptors: *Civil service--Administration / *Intergovernmental personnel programs / State government / Local government / Federal government / Intergovernmental relations.

12-5 Ic203 .Un35a 1975/76

U.S. Civil Service Commission.

Annual statistical report; statistical indicators for self-evaluation, 1976. Prepared by Bureau of Intergovernmental Personnel Programs. Washington, 1977. 33p. (BIPP 152-86)

At head of title: State and local personnel systems.

Report covers state and local merit systems and state and local agencies administering grant-in-aid programs to which Standards for a Merit System of Personnel Administration are applicable.

Descriptors: *Civil service--Statistics / State government / Local government / *Personnel administration--Statistics.

CIVIL SERVICE, FEDERAL

12-6

Federal agencies--which are worst? U.S. news & world report, 83:42, November 14, 1977.

Based on complaints of constituents to Congress.

Descriptors: *Federal employees--Public opinion.

12-7
Improving management through reorganization. Civil service journal, 18:1-9, October-December 1977.
A Civil Service Journal interview with Civil Service Commission Chairman, Alan K. Campbell; Civil Service Commissioner, Ersa H. Poston; Civil Service Commission Vice-Chairman, Jule M. Sugarman; Office of Management and Budget Associate Director, Wayne Granquist; and Dwight Ink, Executive Director of the Federal Personnel Management Project.
Descriptors: *Civil service / *Reorganization plans / *Personnel administration / Management improvement / Federal government / *U.S. Civil Service Commissioners--Interviews.

12-8
Kaplan, Seth.
Clerking for the Supremes. New republic, 177:25-26, October 15, 1977.
Descriptors: *U.S. Supreme Court / *Law clerks--Selection / Law clerks--Characteristics.

12-9
Lemann, Nicholas.
Seats at the banquet. New republic, 177:16-20, October 29, 1977.
Good article for those who are interested in the mechanics of obtaining a Federal job; how the Civil Service System works.
Descriptors: Civil Service--History / U.S. Civil Service Commission--History / *Civil Service--Administration / *Civil service / Professional and Administrative Career Examination / Veterans--Preference / Federal merit promotion program / Affirmative action / Job security / Selection / Federal government.

12-10
Mathews, David.
The war on bureaucracy. Southern review of public administration, 1:247-253, September 1977.
Text of address delivered by Dr. David Mathews, former Secretary of Health, Education and Welfare, to the Montgomery, Alabama, Chapter of the American Society for Public Administration.
Descriptors: *Bureaucracy / *Federal government--Public opinion / U.S. Department of Health, Education, and Welfare / U.S. Congress.

12-11
Rosen, Gerald R.
Is civil service outmoded? Dun's review, 110:46-50, November 1977.
Descriptors: *Civil service--Evaluation / *Civil service--Public opinion / Federal government / *Civil service reform / Government employees--Pay / State government / Local government / New York (City) / Compensation--Costs / Veterans--Preference.

12-12
Sugarman, Jule M.
Thinking ahead in reorganization. Civil service journal, 18:12-15, October-December 1977.
Mr. Sugarman in Vice-Chairman, U.S. Civil Service Commission.
Descriptors: *Civil service / *Reorganization plans / *Personnel administration / Affirmative action / Social change / Federal government.

CIVIL SERVICE, FEDERAL (Cont'd)

12-13

U.S. President, 1977- (Jimmy Carter)

Survey of congressional constituent problems; memorandum for the heads of executive departments and agencies. October 28, 1977. Weekly compilation of Presidential documents, 13:1714-1715, November 7, 1977.

Descriptors: *Federal employees--Public opinion.

COLLEGE GRADUATES

12-14

Berg, Ivar and Marcia Freedman.

The American workplace: illusions and realities. Change, 9:24-30+, November 1977.

Descriptors: *College graduates--Career opportunities / *Futures (of society) / *College graduates--Utilization / Education--Economic aspects / Job satisfaction / *Education, Higher--Planning.

COMPENSATION

12-15

Behrend, Hilde.

Research into inflation and conceptions of earnings. Journal of occupational psychology, 50:169-176, September 1977.

Descriptors: *Pay research / *Pay increases / *Employee attitudes / Inflation (Finance).

12-16 M-Fiche

Brown, Randall S., Marilyn Moon and Barbara S. Zoloth.

Measuring wage and occupational discrimination: a comprehensive approach. Washington, Educational Resources Information Center, 1976. 30p. (ED-132-432)

Performing organization: University of Wisconsin, Institute for Research on Poverty.

Descriptors: *Pay rates--Research / *Women--Discrimination--Research / *Women--Employment--Research / Mathematical models.

12-17

Ellig, Bruce R.

Salary surveys: design to application. Personnel administrator, 22:41-42+, October 1977.

Descriptors: *Pay survey methods / Questionnaires.

12-18 Ie172 .En3t 1977

Engineering Manpower Commission.

Technicians' and technologists' pay checks. New York, 1977. 4p.

Issued as Engineering Manpower Bulletin.

Descriptors: *Engineering aides--Pay--Statistics / State employees / Surveys.

12-19

Foote, Marion R.

Controlling the cost of international compensation. Harvard business review, 55:123-132, November-December 1977.

Descriptors: *Overseas executives--Pay / *Foreign nationals--Pay / *Compensation administration / Fringe benefits.

12-20

Hidden raises--those "fringes" keep on growing. U.S. news & world report, 83:88-89, October 31, 1977.

Descriptors: *Fringe benefits--Cost / *Fringe benefits--Surveys.

12-21
Immel, A. Richard.
Financial counseling, once a top-brass perk goes to the rank and file at some companies. Wall Street journal, 190:34, November 7, 1977.
Descriptors: *Financial counseling.

12-22
Lawler, Edward E., III and Raymond N. Olsen.
Designing reward systems for new organizations. Personnel, 54:48-60, September-October 1977.
Descriptors: *Compensation administration--Methods.

12-23 1e59 .N42s
New York (State). Public Employment Relations Board.
Salary schedules, selected clerical titles in the cities of.... Albany, 1977. 22p.
Descriptors: New York (State) / *Office workers--Pay--Tables / *Municipal employees--Pay.

12-24
Pay differentials between Federal government and private sector workers. Industrial & labor relations review, 31:78-87, October 1977.
Contents: Comment by William R. Bailey; Reply, by Sharon P. Smith.
Comment concerns an article "Pay differentials between Federal government and private sector workers," by Sharon P. Smith which appeared in Industrial and Labor Relations Review, 29:179-197, January 1976 (Personnel Literature, item 4-174, April 1976).
Descriptors: *Federal employees--Pay / *Pay rates / *Pay comparability / *Pay policies--Evaluation / Federal government.

12-25
Police, fire, and refuse collection and disposal departments: manpower, compensation, and expenditures. Urban data service report, 9:1-13, July 1977.
Descriptors: *Police--Pay--Statistics / *Fire fighters--Pay--Statistics / *Sanitation workers--Pay / Labor costs / Fringe benefits.

12-26
Risher, Howard.
On determining back pay awards. Compensation review, 9:39-53, Fourth quarter 1977.
Descriptors: *Back pay / *Pay administration.

12-27
Rush for disability pay proves a mounting burden for taxpayers. U.S. news & world report, 83:104-106, October 17, 1977.
Descriptors: *Retirement--Disability--Statistics / Federal employees / Social security / *Disability benefits--Costs.

12-28
Thomsen, David J.
Unmentioned problems of salary administration. Compensation review, 9:11-21, Fourth quarter 1977.
Descriptors: *Compensation administration / *Pay rates--Administration / *Pay survey methods / Pay increases / Pension financing.

COMPENSATION (Cont'd)

12-29 Ie711.2 .Un35b 1975/76

U.S. Civil Service Commission.

Civil service retirement, Federal employees group life insurance, Federal employees health benefits, retired Federal employees health benefits, annual report of financial and statistical data for fiscal year ended June 30, 1976. Prepared by bureau of Retirement, Insurance and Occupational Health. Washington, [1977]. 37p.

Descriptors: *Fringe benefits--Cost / *Insurance, Life--Statistics / Federal employees / *Pension funds--Statistics / *Survivors' benefits--Statistics / *Insurance, Health--Statistics / *Retirees--Insurance--Statistics / *Insurance, Life--Finance / *Pension financing--Statistics / *Insurance, health--Finance / State government.

12-30 Ie59 .Un35s 1977

U.S. Civil Service Commission.

State salary survey; August 1, 1977. Prepared by bureau of Intergovernmental Personnel Programs. Washington, U.S. Govt. Print. Off., 1977. 104p. (BIPP 152-69)

Descriptors: *Pay surveys / State employees.

12-31 JK1308 .Un38r 1977 (Jan. 1-June 30)

U.S. Congress. House. Committee on House Administration.

Report of the Clerk of the House from January 1, 1977 to June 30, 1977. Washington, U.S. Govt. Print. Off., 1977. 1129p. (H. doc. no. 204, 95th Cong.)

Descriptors: *Congressional committee staff--Pay / *Congressional staff--Pay / *U.S. Congress--Appropriations and expenditures.

12-32

U.S. President, 1977- (Jimmy Carter)

Federal civilian and military pay increases; Executive order 12010. September 28, 1977. Weekly compilation of Presidential documents, 13:1435-1436, October 3, 1977.

Descriptors: *Military personnel--Pay / *Federal employees--Pay / *Pay increases--Executives orders.

12-33

Walker, Samuel C.

Improving cost and motivational effectiveness of employee benefit plans. Personnel journal, 56:570-572, November 1977.

Descriptors: *Fringe benefits--Cost / *Fringe benefit administration / Motivation / Saving plans / Retirement benefits / Insurance, Health / Income tax.

12-34

Wood, Norman J.

Workmen's compensation and mental injury. Labor law journal, 28:641-644, October 1977.

Descriptors: *Employees' compensation--Cases / *Mental health / *Stress, Psychological.

CONSULTANTS

12-35

Frankenhuis, Jean P.

How to get a good consultant. Harvard business review, 55:133-139, November-December 1977.

Descriptors: *Management consultants--Responsibilities / *Management consultants--Selection / Management consultants--Pay.

DISADVANTAGED

12-36

Miller, C. Dean and Gene Oetting.

Barriers to employment and the disadvantaged. Personnel and guidance journal, 56:89-93, October 1977.

Descriptors: *Disadvantaged--Employment / *Disadvantaged--Counseling.

12-37 1e365 .Un98e

U.S. Women's Bureau.

Employment needs of women offenders: a program design. Washington, 1977. 63p. (Pamphlet 13)

Descriptors: *Offenders--Employment / *Women--Employment / *Conferences--Planning.

DISCIPLINE

12-38

Grote, Richard C.

Positive discipline: keeping employees in line without punishment. Training, 14:42-44, October 1977.

Descriptors: *Discipline--Methods.

ELECTRONIC DATA PROCESSING PERSONNEL

12-39

Myers, Gibbs.

Interviewing systems candidates. Journal of systems management, 28:6-8, October 1977.

Descriptors: *Systems analysts--Selection / *Interviewing.

12-40

Sime, M. E., A. T. Arblaster and T. R. G. Green.

Structuring the programmer's task. Journal of occupational psychology, 50:205-216, September 1977.

Descriptors: *Programmers--Training.

EMPLOYEE HEALTH AND MEDICAL CARE

12-41

Bauman, Richard.

"High" employees. Supervision, 39:3-4, October 1977.

Descriptors: *Drug abusers / *Alcholic employees--Rehabilitation / *Supervisors--Responsibilities.

12-42

Do HMO's lower medical costs, reduce industrial absenteeism? International journal of occupational health & safety, 46:42, September-October 1977.

Descriptors: *Absenteeism control / *Health maintence orgnizations--Evaluation.

12-43

Jennings, Ken.

The problem of employee drug use and remedial alternatives. Personnel journal, 56:554-560+, November 1977.

Descriptors: *Drug abusers--Personnel policies / *Drug abusers--Counseling / *Medical and physical examinations.

EMPLOYEE HEALTH AND MEDICAL CARE (Cont'd)

12-44

Machlowitz, Marilyn.

Workaholics. Across the Board, 14:30-37, October 1977.

Descriptors: *Work addiction / *Stress, Psychological / *Mental Health / Family (Sociological unit) / Work values / Leisure / Quality of working life / Time allocation.

12-45

[Nurses role in maintaining employee health.] International journal of occupational health & safety, 46:28-31, May-June 1977.

Contents: Nurses can play vital role in fight against hypertension; Nurses can take the lead in health counseling; Nurses spearhead plant-wide f)rst aid training.

Descriptors: *Health, Employee / *Nurses / *Employee counseling / *Training.

12-46

Pickersgill, Joseph.

The IH looks at the problem drinker. International journal of occupational health & safety, 46:29-32, July-August 1977.

Speech delivered to the Rocky Mountain section of the American Industrial Hygiene Association.

Descriptors: *Alcoholism / *Alcoholic employees--Rehabilitation--Costs / Accidents.

12-47

Psychological disorders impair work and physical well-being. International journal of occupational health & safety, 46:23, May-June 1977.

Descriptors: *Mental health / Performance / Health, Employee--Psychological aspects.

12-48

Rappaport, Maurice, Michael P. Dolan and Toni Clementi.

Psychological problems in an industrial setting. Journal of occupational medicine, 19:659-663, October 1977.

Descriptors: *Mental health--Statistics / Industry / *Health, Employee--Psychological aspects / Performance / Mental health services.

12-49

Successful rehab begins before worker injury or illness. International journal of occupational health & safety, 46:18-20, May-June 1977.

Descriptors: *Medical care / *Rehabilitation, Vocational / Accidents--Prevention / *Health, Employee.

EQUAL OPPORTUNITY IN EMPLOYMENT

12-50

Baker, Joan E.

A British antidote to sex discrimination in employment. Employee relations law journal, 3:189-213, Autumn 1977.

Descriptors: *Women--Discrimination--Law and legislation / *Great Britain.

12-51
Levine, Marvin J.
Meeting compliance review standards: the problem of Federal contractors. Labor law journal, 28:632-640, October 1977.
Descriptors: Contractor personnel--Employment / *Equal opportunity in employment--Administration--Evaluation / Affirmative action / *Contractors--Responsibilities / Collective labor agreements.

12-52
Marshall, Eliot.
The logical next step: race certification. New republic, 177:18-20, October 15, 1977.
Descriptors: *Minority groups--Statistics / *U.S. Civil Service Commission / U.S. Office of Management and Budget / Federal government.

12-53
Murphy, Michael E.
Personnel administration and the President's plan on illegal aliens. Personnel journal, 56:550-553, November 1977.
Descriptors: *Aliens--Employment / *National origin discrimination.

12-54 HD6508 .Un472m 1974
U.S. Equal Employment Opportunity Commission.
Minority and female membership in referral unions, 1974. Washington, U.S. Govt. Print. Off., 1977. 37p.
Descriptors: *Union members--Statistics / *Minority groups--Discrimination / *Women--Discrimination / Union members--Characteristics.

12-55 1e152 .Un58m
U.S. General Accounting Office.
More action needed to insure that financial institutions provide equal employment opportunity; Departments of the Treasury and Labor; Equal Employment Opportunity Commission; report of the Comptroller General of the United States. Washington, 1976. 104p. (B-167015)
Descriptors: *Equal opportunity in employment--Administration--Evaluation / *U.S. Treasury Department / Contractor personnel / U.S. Department of Labor / U.S. Equal Employment Opportunity Commission / *Financial institutions / Federal government.

12-56 1e152 .Un58su
U.S. General Accounting Office.
[Survey of the management information needs of the Equal Employment Opportunity (EEO) program of the Federal government]--to the Chairman, U.S. Civil Service Commission. September 3, 1976. Washington, 1976. 5p. (B-178929)
Descriptors: *Equal opportunity in employment--Administration / *Personnel information systems / *Affirmative action / Federal government.

12-57
Veterans' preference and affirmative action incompatibility in the civil service. WEAL Washington report (Women's Equity Action League), 6:1+, October 1977.
Issued as a supplement to Women Today.
Descriptors: *Veterans--Preference / *Equal opportunity in employment / *Women--Discrimination / Federal government.

EQUAL OPPORTUNITY IN EMPLOYMENT (Cont'd)

12-58 S/C

Winslow, Mary.

Sex discrimination in employment: current Federal practice. Drake law review, 24:515-569, Summer 1975.

Partial contents: Suits by Federal employees, p. 553-555.

Descriptors: *Sex discrimination--Cases / Federal employees.

ETHICS

12-59

Dudar, Helen.

The price of blowing the whistle. New York times magazine, p.41-42+, October 30, 1977.

Contains short segment on C.S.C. Chairman, Alan Campbell's views on whistleblowing and whistleblowers.

Descriptors: *Whistleblowing--Psychological aspects / Federal employees / U.S. Civil Service Commission / *Whistleblowing--Case studies / Personality.

12-60

Marshall, Eliot.

Behavior modification. New republic, 177:9-11, November 12, 1977.

Descriptors: *Political ethics / *Members of Congress.

12-61

Ruff, Charles F.C.

Federal prosecution of local corruption: a case study in the making of law enforcement policy. Georgetown law journal, 65:1171-1228, June 1977.

Descriptors: Law--Interpretation and construction / Local officials and employees / *Civil service ethics--Law and legislation / *Intergovernmental relations / *Law enforcement / Federal employees.

EXECUTIVES

12-62 Ie438 .D65s

Doan, Rachel N. and Robert A. Shapiro.

State court administrators; and responsibilities. Chicago, American Judicature Society, 1976. 143p.

Descriptors: *Court administrators--Responsibilities / State employees / *Qualifications / *Court administration / Court administration--Comparative studies.

12-63

Mastey, Anthony.

What's in a management club for you? Industry week, 195:48-50, October 24, 1977.

Descriptors: *Management development--Methods / *Executives--Societies / *Executive perquisites / Association, institutions, etc.--Evaluation.

EXECUTIVES--ABILITIES AND CHARACTERISTICS

12-64

Getze, Linda H.

The new corporate leader. Dynamic years, 12:42-43, November-December 1977.

Descriptors: *Leadership style / *Executives--Characteristics / Personality.

EXECUTIVES--ABILITIES AND CHARCTERISTICS (Cont'd)

12-65 Id201 .G85a

Greenwood, Frank and Lee A. Gagnon.
Assessing computer center effectiveness. New York, AMACOM, 1977. 38p.
At head of title: An AMA management briefing.
Descriptors: *Executives--Abilities / *Electronic data processing departments--Management.

12-66

Kafka, Vincent W. and John H. Schaefer.
What's your motivational rating? Training and development journal, 31:38-40, October 1977.
Descriptors: *Leadership style / *Executives--Characteristics / *Motivation.

12-67 Id33 .Sh2w

Shapiro, Samuel B.
The whys of association executive success (and failure). Washington, Foundation of the American Society of Association Executives, 1977. 33p.
Descriptors: *Executives--Characteristics--Research / *Executives--Abilities--Research / *Success in employment--Research.

12-68

Skinner, Wickham and W. Earl Sasser.
Managers with impact: versatile and inconsistent. Harvard business review, 55:140-148, November-December 1977.
Adapted from a chapter in Professor Skinner's most recent book, Manufacturing in the Corporate Strategy.
Descriptors: *Executives--Abilities--Research / *Success in employment--Research / *Executives--Characteristics--Research.

12-69 Id22 .St4m 1977

Stephens, James C.
Managing complexity; work, technology, resources, and human relations. Rev. ed. Mt. Airy, Md., Lomond Books, 1977. 331p.
Descriptors: *Executives--Abilities / *Organizational behavior / Technological change / Management methods.

12-70

Wright, Deil S., Mary Wagner and Richard McAnaw.
State administrators: their changing characteristics. State government, 50:152-159, Summer 1977.
Descriptors: *Executives--Characteristics / *State employees--Characteristics / Career patterns.

EXECUTIVES--COMPENSATION

12-71

The hunting of the perk. Newsweek, 90:97, October 10, 1977.
Descriptors: *Executive perquisites / Executives--Ethics.

12-72

Sibson, Robert E.
Why executives are not overpaid. Nation's business, 65:51-54, November 1977.
Descriptors: *Executives--Pay--Statistics / *Executives--Fringe benefits--Statistics / *Pay surveys / Stock options / Bonus system.

EXECUTIVES--EVALUATION

12-73

Basnight, Thomas A. and Benjamin W. Wolkinson.
Evaluating managerial performance: is your appraisal system legal? Employee relations law journal, 3:240-254, Autumn 1977.
Descriptors: *Performance evaluation--Cases / *Executives--Pay / *Executives--Evaluation / Pay / Promotion.

12-74

Thomas, George B. and others.
Mutual benefit evaluation of administrators. Journal of the College and University Personnel Association, 28:13-24, Summer 1977.
Descriptors: *Executives--Evaluation.

12-75

Traynor, William J.
Evaluating your training and development manager. Personnel administrator, 22:18-19, October 1977.
Descriptors: *Training directors--Evaluation.

EXECUTIVES--HEALTH AND MEDICAL CARE

12-76

Howard, John H., D.A. Cunningham and P. A. Rechnitzer.
Work patterns associated with type A behavior: a managerial population. Human relations, 30:825-836, September 1977.
Descriptors: *Executives--Characteristics--Research / *Executives--Health / *Stress, Psychological / Job factors / Cardiacs.

12-77

Yankelovich, Daniel.
Managing in an age of anxiety. Industry week, 195:52-53+, October 24, 1977.
Descriptors: *Stress, Psychological / Personality / Executives--Characteristics / *Stress, Psychological--Psychological aspects / *Adjustment (Psychology)--Methods / Change (Psychology).

EXECUTIVES--RECRUITMENT

12-78

Perham, John C.
The boom in executive jobs. Dun's review 110:80-87, November 1977.
Descriptors: *Executives--Pay--Tables / *Executives--Recruitment / *Executives--Career opportunities.

EXECUTIVES--TRAINING

12-79

Ariyoshi, George R.
HIMAG; hawaii's answer to management development. State government, 50:160-164, Summer 1977.
HIMAG stands for the Hawaii Institute for Management and Analysis in Government.
Descriptors: *Management development / *Hawaii / *Training departments.

EXECUTIVES--TRAINING (Cont'd)

12-80

Calhoun, Roger E.

Result: five years with MBO. Training and development journal, 31:8-10, October 1977.

Reviews management training and orientation to MBO in one division of Diebold, Inc.

Descriptors: *Executives--Training / *Management by objectives / Executives--Attitudes / Workshops.

12-81 Ie424 .Un95i

U.S. Department of the Army.

Improvement of management effectiveness through coaching. Prepared by Army Materiel Development and Readiness Command. Alexandria. Va., 1976. 1v. (DARCOM-P 690-7)

At head of title: Civilian personnel.

Descriptors: *Coaching--Handbooks, manuals, etc. / *Management development / Federal government.

12-82

Zemke, Ron.

Management training and development: measuring the impact.... Training, 14:62-64, October 1977.

Descriptors: *Executives--Training--Evaluation / *Management development--Evaluation.

FREEDOM OF INFORMATION

12-83

Sloat, Robert W.

Government in the Sunshine Act: a danger of overexposure. Harvard journal on legislation, 14:620-650, April 1977.

Descriptors: *Meetings / Federal government / *Invasion of privacy / *Freedom of information--Law and legislation / *Law--Evaluation.

GROUP RELATIONS

12-84

Pridham, Karen F.

Toward an adequate theory of stress resolution in work groups. Human relations, 30:787-801, September 1977.

Descriptors: *Group relations--Research.

HANDICAPPED

12-85 Ie361 .J66p

Joint Handicapped Council.

Performance rating of handicapped employees as compared with the non-handicapped taken from firms listed on the New York Stock Exchange, ed. by Sol Wieder, Edwin Beer and Max Lupkin. New York, 1975. 3p.

Descriptors: *Handicapped / *Performance evaluation.

12-86 Ie361 .P92gt

President's Committee on Employment of the Handicapped.

Guide to job placement of mentally restored people. Washington, U.S. Govt. Print. Off., 1977. 47p.

Descriptors: *Mentally restored--Employment--Handbooks, manuals, etc. / Placement.

HANDICAPPED (Cont'd)

12-87 Ie361 .P92pa

President's Committee on Employment of the Handicapped.
Pathways to employment; recommendations made during the meeting of the..., Washington, D.C., November 22-23, 1976. Washington, [1977]
Descriptors: *Handicapped--Placement--Conferences / *Handicapped--Education--Conferences / Architectural barriers / Handicapped--Employment.

12-88

Walshe, Willoughby A.
WP offers opportunities for the handicapped. Word processing world, 4:18-20+, October 1977.
Contents: Blind operator handles typing tasks; Quadraplegic gets special dictation unit; Deaf students attend WP courses.
Descriptors: *Word processing personnel--Employment / *Handicapped--Employment / *Handicapped--Training.

HEALTH PERSONNEL

12-89

AAOHN leaders say continuing education should be voluntary. Occupational health and safety, 46:44-46, September-October 1977.
Interview with Mary G. Judy, AAOHN Director of Education, and Naomi L. Broley, Chairperson of The AAOHN Committee on Education.
AAOHN, American Association of Occupational Health Nurses.
Descriptors: *Nurses--Education / *Professional education.

12-90 Ie438 .H34Ap5a

Applied Management Sciences, Inc.
Assessment of health manpower modelling efforts and development of alternative modelling strategies, comp. by Robert T. Deane and Thomas 1. Litkowski. Washington, U.S. Govt. Print. Off., 1977. 126p.
Prepared for U.S. Public Health Service.
Descriptors: *Health personnel--Workforce planning / Medical care--Cost / Insurance, Health / *Mathematical models--Evaluation / *Simulation methods--Evaluation / Financial institutions.

12-91 Ie438 .H34N19ma

Nathan, Robert R. Associates, Inc.
Methodological approaches for determining health manpower supply and requirements, by Harriet M. Kriesberg and others. Edited by Aspen Systems Corporation. Washington, U.S. Govt. Print. Off., 1976. 2v.
Contents: Vol. 1, Analytical perspective ((HRA) 76-14511); vol. 2, Practical planning manual ((HRA) 76-14512).
Prepared for U.S. Public Health Service.
Descriptors: *Health personnel--Workforce planning--Methods / *Health personnel--Workforce planning--Handbooks, manuals, etc.

12-92 Ie438 .D4Un85p

U.S. Public Health Service.
Projections of national requirements for dentists, 1980, 1985, and 1990. Washington, U.S. Govt. Print. Off., 1977. 87p. (DHEW publication no. (HRA) 77-48)
Descriptors: *Dentists--Workforce planning.

HOURS OF WORK

12-93

Alternative work schedules. Journal of the College & University Personnel Association, 28:25-65, Summer 1977.

Papers selected from a national conference on alternative work schedules convened by the National Council for Alternative Work Patterns, Inc., and held concurrently with the March 1977 conference of the American Association for Higher Education.

Contents: Editor's note; Definitions, by Virginia Martin and Barbara Fiss; A European overview, by Archibald A. Evans; Designing compatible work systems, by Pamela L. Steen; The Decennial-Sabbatical Plan, by Jule M. Sugarman: A labor perspective, by John L. Zalusky; Effects on transportation, by Tobias Kaye; Implications for older workers, by Robert J. Havighurst.

Descriptors: *Part-time work / Shorter workweek / Voluntary service / *Job design / *Flexible working hours--Conferences / *Older worker--Employment / Job sharing / *Flexible working hours--Glossaries, vocabularies, etc. / Transportation, Employee / *Sabbatical leave.

12-94

Foster, Stephen.

Part-time jobs. Civil service journal, 18:16-17, October-December 1977.

Descriptors: *Part-time workers--Statistics / Federal employees / Women employees--Statistics.

INSURANCE, HEALTH

12-95 Ie569.9 .T25m July 1977

Tennessee Valley Authority.

Medical insurance plan for annual salary policy employees. Rev. ed. Knoxville, July 1977. 30p.

Descriptors: *Tennessee Valley Authority / *Insurance, Health / Federal government.

INTERVIEWING

12-96

Bayne, Rowan.

Can selection interviewing be improved? Journal of occupational psychology, 50:161-167, September 1977.

Descriptors: *Interviewing / *Interviewers--Characteristics / Job descriptions / Interviewers--Training.

12-97

Boyd, David P.

Business interviews: frequent questions, acceptable answers. Occupational outlook quarterly, 21:26-28, Fall 1977.

Descriptors: *Interviewing / Job search.

INVASION OF PRIVACY

12-98

Ewing, David W.

The right to be let alone. Across the Board, 14:62-70, October 1977.

Descriptors: *Personnel records--Security measures / *Invasion of privacy / *Personnel information systems--Security measures / Civil rights / Law--Interpretation and construction / *Employee conduct.

INVASION OF PRIVACY (Cont'd)

12-99 Ie303 .G67p

Gorlin, Harriet.

Privacy in the workplace. New York, Conference Board, 1977. 14p. (Information bulletin no. 27)

Descriptors: *Invasion of privacy / State government / *Invasion of privacy--Law and legislation / *Personnel records / Freedom of information / Federal government.

12-100

Lipsett, Laurence.

What rights of privacy should job applicants have? Supervisory management, 22:30-36, October 1977.

Descriptors: *Applications for positions / *Invasion of privacy / Tests / Medical and physical examinations / Investigations / Interviewing.

12-101

Murg, Gary E. and Marilyn P. Maledon.

Privacy legislation--implications for employers. Employee relations law journal, 3:168-177, Autumn 1977.

Descriptors: *Invasion of privacy--Law and legislation / *Personnel records.

JOB ANALYSIS

12-102 Ie32 .Un35jo

U.S. Civil Service Commission.

A job analysis technique for determining job tasks and performance skills. Prepared by Richard D. Neidig, Hardy L. Hall and Dale R. Baker, Applied Psychology Section, Personnel Research and Development Center, Bureau of Policies and Standards. Washington, U.S. Govt. Print. Off., 1977. 26p. (Technical memorandum 77-18)

Descriptors: *Job analysis--Methods / Task analysis / Skills analysis / Executive--Abilities / Federal government / Assessment centers.

JOB EVALUATION

12-103

Carey, James F.

Participative job evaluation. Compensation review, 9:29-38, Fourth quarter 1977.

Descriptors: *Job evaluation--Methods / *Participative management.

JOB SATISFACTION

12-104

Vance, Charles C.

Do you want to fire your boss? Manage, 29:16-19, September-October 1977.

Descriptors: Discontent / *Job satisfaction / *Human relations / *Working climate.

LABOR FORCE

12-105

Ginzberg Eli.

The job problem. Scientific American, 237:43-51, November 1977.

"Two-thirds of the new government jobs provided in the U.S. between 1950 and 1976, about six million out of a total of nine million, can be characterized as good jobs, whereas fewer than one out of three private-sector jobs so qualify."

Descriptors: *Labor force--Statistics / *Women--Employment--Statistics / *Underemployment / Public service employment / Full employment policies.

LABOR FORCE (Cont'd)

12-106

A new layer of structural unemployment. Business week, p. 142+, November 14, 1977.
Descriptors: Labor supply / *Unemployed / *Relocation / *Blue collar workers--Attitudes.

LABOR-MANAGEMENT RELATIONS

12-107

Carlson, Richard J. and Thomas Sedwick.
Collective bargaining in the public sector: a focus on state government. State government, 50:145-151, Summer 1977.
Descriptors: *Collective bargaining--Administration / State government / Local government.

12-108 Id213 .1n2p 1977 (Spring)

Collective bargaining in hospitals. In Industrial Relations Research Association. Proceedings of the 1977 annual spring meeting; March 17-19, 1977, Tucson, Arizona. Madison, Wis., 1977, p. 504-531.
Contents: Labor agreements in the hospital industry: a study of collective bargaining outputs, by Hervey A. Juris; Union effects on hospital administration: preliminary results from a three-state study, by Richard U. Miller, Brian B. Becker and Edward B. Krinsky; The role of hospital cost-regulating agencies in collective bargaining, by Carl J. Schramm; A discussion, by Jerome T. Barrett.
Descriptors: *Collective bargaining--Research / *hospitals--Administration--Research / *Medical care--Cost / Labor costs / Labor contract.

12-109 Id213.9 .C73i 1974

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Industrial relations theses and dissertations, 1974, accepted at 28 universities. Madison, Wis., 1976. 47p.
Descriptors: *Industrial relations--Bibliography / *Labor-management relations--Bibliography.

12-110 S/C

Decker, Kurt H.
Superseniortiy for public employee union representatives--the Pennsylvania experience. Dickinson law review, 81:217-227, Winter 1977.
Descriptors: *Seniority--Cases / *Unions--Officers--Cases / State employees / *Grievances--Procedures / *Reduction in force / Collective bargaining.

12-111

Dougherty, John E.
Collegiality, governance, and collective bargaining in the multi-campus State University of New York. Labor law journal, 28:645-650, October 1977.
Descriptors: New York (State) / *College professors--Collective bargaining--Methods / *Universities and colleges--Administration / Decision-making / Exclusive representative.

12-112

Feuille, Peter.
Final-offer arbitration and negotiating incentives. Arbitration journal, 32:203-220, September 1977.
Descriptors: *Final offer selection--Comparative Studies / *Arbitration--Research / Mediators / Arbitrators / *Final offer selection--Methods.

12-113
Hill, Marvin, Jr.
The union's duty to process discrimination claims. Arbitration journal, 32:180-194, September 1977.
Descriptors: *Unions / *Discrimination--Cases / Grievances--Procedures / *Grievance arbitration / *Labor-management relations--Law and legislation / *Equal opportunity in employment--Law and legislation.

12-114
Hoffman, Eileen B.
The German way of industrial relations--could we, should we, import it? Across the Board, 14:38-47, October 1977.
Descriptors: *Labor-management relations / *Germany (Federal Republic, 1949-) / *Industrial democracy / *Participative management / Labor-management relations--Law and legislation.

12-115 S/C
Kimmelman, Louis B.
The multiemployer concept in the public sector. Rutgers law review, 29:110-131, Fall 1975.
Descriptors: *Collective bargaining unit / *Prevailing rate--Cases / State employees / County officials and employees / Municipal employees.

12-116 Law .L1le Labr.
Labor relations law in the public sector; [proceedings of the National Institute on Labor Relations Law in the Public Sector, Chicago, Nov. 18-19, 1976], ed. by Andria S. Knapp. Chicago, American Bar Association, Section of Labor Relations Law, 1977. 228p.
Descriptors: *Labor-management relations--Law and legislation / *Labor-management relations--Conferences / State government / Union security / Federal government / Due process of law / Municipal government / *Collective bargaining--Conferences / *Bargaining impasse procedures--Conferences.

12-117 Ie621 .M58p No. 5
Midwest Center for Public Sector Labor Relations.
Questions and answers on collective bargaining. Bloomington, Indiana University, School of Public and Environmental Affairs, 1977. 30p. (A practioner's guide no. 5)
Descriptors: *Collective bargaining--Study and teaching.

12-118
Philips, Madison.
Developing healthy management attitudes for dealing with a union. Personnel, 54:68-71, September-October 1977.
Descriptors: *Executives--Attitudes / *Unions.

12-119
Stickler, K. Bruce.
Investigating employee misconduct--must the union be there? Employee relations law journal, 3:255-265, Autumn 1977.
Descriptors: *Labor-management relations--Cases / *Labor-management relations--Decisions / *Discipline--Cases / *Discipline--Decisions / Employee conduct.

LABOR-MANAGEMENT RELATIONS (Cont'd)

12-120

Tyler, Gus.

Legal hurdle unsettled: lawyers look to unionization as field gets overcrowded. AFL-CIO news, 22:4, October 22, 1977.

Descriptors: *Attorneys / *Unions / *Professional employees--Unions.

12-121 Ie623 .Un35L 1978 (Jan.-June)

U.S. Civil Service Commission.

Labor agreement expirations in the Federal service, January 1, 1978-June 30, 1978. Prepared by Office of Labor-Management Relations. Washington, 1977. 30p . (USCSC/OLMR 77/06)

Descriptors: *Collective labor agreements / Federal government.

LABOR TURNOVER

12-122

Ellis, Mathew F.

A controllable approach to job turnover. Training 14:85, September 1977.

Descriptors: *Labor turnover causes / *Labor turnover control / *Management accountability / Selection.

LEADERSHIP

12-123

Likert, Rensis.

Management styles and the human component. Management review, 66:23-28+, October 1977.

Descriptors: *Leadership style / *Organizational behavior / *Supervisors--Characteristics / Job satisfaction / Productivity.

MANAGEMENT

12-124

Sokolik, Stanley L. and I. Lawrence Richardson.

Preparing organization charts with a computer. Personnel journal, 56:575-577, November 1977.

Descriptors: *Organization charts / *Computers.

12-125 M-Film

Swiss, James E.

Implementing Federal programs: administrative systems and organizational effectiveness. Ann Arbor, Mich., Univerity Microfilms, 1977. 262p.

Doctoral dissertation, Yale University, 1976. Abstracted in Dissertation Abstracts International, vol. 38, no. 1, July 1977, pp.471-A-472-A.

Descriptors: *Management methods--Research / *Joint Financial Management Improvement Program--Evaluation / *Management by objectives--Evaluation / Federal government.

12-126

Warman, John S.

Contemplating word processing. Civil service journal, 18:24-27, October-December 1977.

Descriptors: *Word processing--Evaluation / *Word processing personnel / Position standards / Position classification / Office equipment / Federal government.

MINORITY GROUPS--EMPLOYMENT

12-127

Rodriguez, Santiago.

Affirmative action and the Hispanic community. Civil service journal, 18:18-22, October-December 1977.

Descriptors: *Spanish-speaking Americans--Employment / *Minority groups--Employment--Statistics / *Affirmative action / Federal government.

MOBILITY

12-128

The mobile profession. Public management, 59:2-17, October 1977.

Contents: The first hundred days (or, what's the new kid like?), by Larry L. Rice; Moving again, by Fran Aleshire; Manager mobility: what the ICMA Newsletter can tell you, by Gene A. DeMarie; Coming and going.

Descriptors: *Executives--Mobility / *City managers--Characteristics / *Executive families / City managers--Responsibilities.

MOTIVATION

12-129

Bekiroglu, Haluk and Turan Gonen.

Motivation--the state of the art. Personnel journal, 56:561-562, November 1977.

Descriptors: *Motivation / Supervisors--Responsibilities / Executives--Responsibilities.

12-130

Gardner, Godfrey.

Is there a valid test of Herzberg's two-factor theory? Journal of occupational psychology, 50:197-204, September 1977.

Descriptors: *Motivation research / *Motivation theory.

12-131 M-Fiche

Howard, Ann.

Intrinsic motivation and its determinants as factors enhancing the prediction of job performance from ability. Washington, Educational Resources Information Center, 1976. 150p. (ED-133-336)

Performing organization: University of Maryland, Department of Psychology.

Descriptors: *Motivation research / *Ability--Research / *Performance--Research.

12-132

McAdam, Jim.

Water the plant you want to grow. Canadian personnel and industrial relations journal, 24:32-36, October 1977.

Descriptors: *Behavior modification / *Reinforcement (Psychology) / Performance / *Motivation.

12-133

Monczka, Robert M. and others.

Pay satisfaction: money is not the only answer. Compensation review, 9:22-28, Fourth quarter 1977.

Descriptors: *Motivation research / Job satisfaction research / Pay / Employee attitudes.

MOTIVATION (Cont'd)

12-134 M-Fiche

Steers, Richard M. and Richard T. Mowday.
The motivational properties of tasks. Springfield, Va., National Technical Information Service, 1976. 33p. (AD-A032-550)
Performing organization: University of Oregon, Graduate School of Management and Business.
Descriptors: *Motivation research / *Job design--Research / Job satisfaction research.

12-135

Wilkinson, Roderick.
Work keeps people at work. Manage, 29:14-15, September-October 1977.
Descriptors: Work values / *Human relations / Working climate / *Motivation / Absenteeism control.

OCCUPATIONS AND OCCUPATIONAL CHOICE

12-136

Matarazzo, Joseph D.
Higher education, professional accreditation, and licensure. American psychologist, 32:856-859, October 1977.
Descriptors: *Licenses / *Certification / *Accreditation (Education) / *Psychologists--Certification / Psychologists--Education.

12-137 S/I

Tunison, Eileen.
What's in it for them? Word processing, 6:7-10, September-October 1977.
Descriptors: *Word processing personnel--Career opportunities / *Secretaries--Career opportunities / *Word processing personnel--Responsibilities.

12-138

[Workshop session, August 31, 1977, Fort McNair.] Classifiers column (Classification and Compensation Society), 8:1-11, October 1977.
Contents: CSC grassroots proposals get off the ground, by Bob McNichol; The role of classifiers in the management process, by Stephen Bennett; Formal basic and advanced position classification training courses, by Lynn Brannon; On-the-job development of classifiers, by Donald W. Lane; Career ladders, by Judith Eades; Qualification standards & placement criteria for the classifier, by Jane English; Revised GS-221 position classification standards, by Nathan Mandel; Summary of performance appraisal workshop, by Sara Overbagh; Classification guides, manuals and procedures, by Bernard Unger; Administrative allocations vs. signing off, by George Johnson.
Descriptors: *Position classifiers--Career opportunities / *Position classifiers--Training / *Performance evaluation / Federal government.

OLDER WORKER

12-139

Rosen, Benson and Thomas H. Jerdee.
Too old or not too old. Harvard business review, 55:97-106, November-December 1977.
Descriptors: *Older worker--Characteristics / *Attitude surveys / *Executives--Attitudes / Older worker--Training / Promotion.

ORGANIZATIONS

12-140

Kuzmits, Frank E.
Considering an organization development program? Personnel administrator, 22:29-31, October 1977.
Descriptors: *Organization development--Evaluation.

ORGANIZATIONS (Cont'd)

12-141 M-Fiche

Lau, A. W.

Organizational climate: a review of recent literature. Washington, Educational Resources Information Center, 1976. 30p. (ED-130-359)

Paper presented at the annual meeting of the Western Speech Communication Association, San Francisco, Nov. 1976.

Descriptors: *Organizations--Climate--Research / *Organizational behavior--Research / Literature reviews.

12-142

Leach, John.

The career of the organization. Personnel administrator, 22:34-39, October 1977.

Descriptors: *Career opportunities / *Organizational characteristics / *Organizational analysis.

12-143 Id72 .M55d

Merry, Uri and Melvin E. Allerhand.

Developing teams and organizations; a practical handbook for managers and consultants. Reading, Mass., Addison-Wesley Pub. Co., 1977. 422p.

Descriptors: *Team development--Handbooks, manuals, etc. / *Organization development--Handbooks, manuals, etc. / *Intervention techniques--Handbooks, manuals, etc. / Management consultants / Executives / Change, Organizational / Problem solving.

12-144 Id72 .P33s

Pecorella, Patricia A., Doris L. Hausser and Anne L. Wissler.

Survey-guided development: a consultant manual for human resource management specialists. Washington, U.S. Govt. Print. Off., 1974. 1v. (NAVPERS 15264)

Performing organization: University of Michigan, Institute for Social Research.

Descriptors: Consultants / Questionnaires / *Systems analysis / Federal employees / Motivation / *Organization development--Administration / *Organization development--Handbooks, manuals, etc. / *Surveys--Administration / Small groups.

OVERSEAS PERSONNEL

12-145

O'Connor, Walter F. and Robert K. Decelles.

Easing the tax squeeze on the multinational employee. Personnel, 54:28-39, September-October 1977.

Descriptors: *Overseas personnel--Pay / *Income tax / *Overseas personnel--Pay--Taxation.

12-146

Zeira, Yoram and Ehud Harari.

Managing third-country nationals in multinational corporations. Business horizons, 20:83-88, October 1977.

Descriptors: *Overseas executives--Characteristics / *Overseas executives--Research / *Overseas executives--Selection.

PARTICIPATIVE MANAGEMENT

12-147

Heller, Frank A. and others.

A longitudinal study in participative decision-making. Human relations, 30:567-587, July 1977.

Descriptors: *Participative management--Comparative studies / Decision-making--Methods / Netherlands / Great Britain / Yugoslavia / *Participative management--Evaluation / *Participative management--Methods / Works councils.

PARTICIPATIVE MANAGEMENT (Cont'd)

12-148

Kinder, Jim.

Why do you resist industrial democracy? Canadian personnel and industrial relations journal, 24:10-12+, October 1977.

Descriptors: *Industrial democracy / Industrial relations.

12-149

Rosenstein, Eliezer.

Workers participation in management: problematic issues in the Israeli system. Industrial relations, 8:55-69, Summer 1977.

Descriptors: *Participative management--Methods / *Israel / Industry / Profit-sharing / Employee attitudes.

PERFORMANCE EVALUATION

12-150

Kinman, Linda.

Opening the lines with the performance interview. Management world, 6:25-26, October 1977.

Descriptors: *Performance evaluation--Methods / *Appraisal interviews.

PERSONNEL ADMINISTRATION

12-151

Balachandran, M.

Managers' reference book shelf. Reference services review, 5:33-36, April-June 1977.

Descriptors: *Personnel administration--Sources / *Personnel administration--Bibliography / *Management--Bibliography.

PERSONNEL DEPARTMENTS

12-152

The human resources executive and corporate planning...a Personnel symposium. Personnel, 54:12-22, September-October 1977.

Descriptors: *Personnel directors--Responsibilities / *Personnel directors--Attitudes / *Corporate planning.

12-153

McDonald, Ken.

Is your employment staff doing its job? Personnel journal, 56:546-548+, November 1977.

Descriptors: *Personnel departments / *Personnel directors--Responsibilities.

12-154

Olmer, Richard E.

The operating personnel office--a working dichotomy. Civil service journal, 18:30-32, October-December 1977.

Descriptors: *Personnel departments / *Personnel officers--Responsibilities / Executives--Attitudes / Federal government.

12-155

Poulton, Bruce R.

What constitutes a truly professional personnel program? Journal of the College and University Personnel Association, 28:1-4, Summer 1977.

Based on a presentation to CUPA's 1977 Eastern Regional Conference.

Descriptors: *Personnel directors--Responsibilities / Universities and colleges.

PERSONNEL RESEARCH

12-156 M [illegible]

U.S. Department of the Air Force.

Annotated bibliography of the Personnel Research Division reports, ed. by P. Magness. Washington, Educational Resources Information Center, 1976. 26p. (ED-130-036)

Descriptors: *Personnel research--Bibliography / Federal government.

POSITION CLASSIFICATION

12-157

Day, Bill.

Position management pitfalls. Classifiers column (Classification and Compensation Society), 8:15-16+, October 1977.

Descriptors: *Position classification / *Position management / Federal government.

12-158

Meith, James M., Jean S. Austin and Sharon E. Johnson.

Flex class--a different way to look at organizational structure. Personnel journal, 56:563-565, November 1977.

Descriptors: *Position classification / *Personnel utilization / Local government.

12-159

Zion, Carol.

Role definition: a focus for administrative growth and evaluation. Journal of the College and University Personnel Association, 28:5-12, Summer 1977.

Descriptors: *Executives--Position classification / *Job descriptions.

PRODUCTIVITY

12-160

Fairholm, Gilbert W.

Productivity improvement. State government, 50:170-178, Summer 1977.

Descriptors: *Productivity improvement / State government.

12-161

Rosow, Jerome M.

Productivity and the use of human resources. Manage, 29:11-13, September-October 1977.

Descriptors: *Productivity.

12-162 Id214 .W52f

Western Conference on Municipal Productivity and Quality of Working Life, 1st, San Francisco, Feb. 5-7, 1976.

"Partners for productivity"; a summary of conference proceedings. San Francisco, Golden Gate University, 1976. 28p.

Descriptors: *Productivity--Conferences / Municipal government.

PUBLIC ADMINISTRATION

12-163 Id84 .Am3e

American Enterprise Institute for Public Policy Research.

The Executive Reorganization Act; a survey of proposals for renewal and modification. Washington, 1977. 17p. (Legislative analysis no. 2, 95th Cong.)

Descriptors: *Reorganization plans--Law and legislation.

PUBLIC ADMINISTRATION (Cont'd)

12-164 la20 .Am3a

American Society for Public Administration.

The administration of the new federalism: objectives and issues, ed. by Leigh E. Grosenick. Washington, 1973. 136p.

Based on a conference, "Making Federalism Work," Federal Executive Institute, Charlottesville, Virginia, January 14-19, 1973.

Descriptors: Centralization / *Decentralization / *Intergovernmental relations--Addresses, essays, lectures / State government / Local government / Federal government / *Grants-in-aid--Administration / Intergovernmental relations--Planning / Executives--Attitudes.

12-165 la17 .M31m

Management of change in government, ed. by Arne F. Leemans. The Hague, Netherlands, M. Nijhoff, 1976. 361p. (Institute of Social Studies series on the development of societies, vol. 1)

Descriptors: *Public administration--Addresses, essays, lectures / Mexico / France / *Public administration--Case studies / Indonesia / Germany (Federal Republic, 1949-) / India / Change, Organizational / Venezuela / Sweden / Great Britain / *Reorganization plans--Case studies.

12-166 ld46 .Un365r

U.S. Commission on Federal Paperwork.

Reports. Washington, U.S. Govt. Print. Off., 1977. 4v.

Contents: No. 1, The Employee Retirement Income Security Act; no. 2, Environmental impact statements; no. 3, Federal health programs; no.4, Final summary report.

Descriptors: *Paperwork management / *Information services / Federal government / *Retirement benefits--Administration / *Health benefit programs--Administration.

12-167 la11 .W14d

Waldo, Dwight.

Democracy, bureaucracy and hypocrisy. Berkeley, University of California, Institute of Governmental Studies, 1977. 23p.

Royer lecture delivered May 13, 1976, Berkeley, California.

Descriptors: *Democracy / *Bureaucracy.

RECRUITMENT

12-168

Rich, Joan.

Yes, you can interview. Supervision, 39:1-2, October 1977; 39:16-17, November 1977.

Descriptors: *Interviewing / *Recruitment / *Equal opportunity in employment / *Equal opportunity in employment--Law and legislation / Selection.

REMOVAL

12-169 S/I

Methvin, Eugene H.

Why can't do-nothing bureaucrats be fired? Reader's digest, 111:119-122, November 1977.

Descriptors: *Removal / *Adverse actions--Appeals / *U.S. Civil Service Commission / *Veterans--Prefereence / Federal employees / *Longevity increases.

REMOVAL (Cont'd)

12-170

Rosenblum, Victor G.

Schoolchildren: yes, policemen: no--some thoughts about the Supreme Court's priorities concerning the right to a hearing in suspension and removal cases. Northwestern University law review, 72:146-170, March-April 1977.

Descriptors: *Police--Cases / *Removal--Cases / Due process of law.

RETIREMENT

12-171

Burke, Paul E.

Methods of integrating social security with private pension plans. Personnel journal, 56:566-569, November 1977.

Descriptors: *Social security / *Pension financing.

12-172

Ehrbar, A. F.

Those pension plans are even weaker than you think. Fortune, 96:104-108+, November 1977.

Descriptors: *Pension financing / *Pension funds / Federal government / State government / Municipal government.

12-173

Freese, Arthur S.

Adjustments in later life. Dynamic years, 12:37-39, November-December 1977.

Descriptors: *Middle age--Psychological aspects / *Second Careers / *Retirement / *Retirement planning / Vocational counseling / *Career planning.

12-174

The great male cop-out from the work ethic. Business week, p. 156+, November 14, 1977.

Descriptors: *Work values / *Retirement--Disability / *Retirement--Early / Women--Employment / Wives / Afro-Americans--Employment / Retirement benefits.

12-175

New retirement rules: their impact on business, workers. U.S. news & world report, 3:71-73, November 7, 1977.

Descriptors: *Retirement--Law and legislation / Retirement--Compulsory / *Retirement age / Personnel policies / Economic conditions / Labor costs / *Retirement--Early / Performance evaluation / Federal government / *Retirement--Comparative studies.

12-176

Now, the revolt of the old. Time, 110:18-20+, October 10, 1977.

Descriptors: *Retirement age / Federal employees / *Retirement--Compulsory--Law and legislation / *Retirement--Compulsory--Social aspects.

12-177

Pepper, Claude.

Why retire at 65? Pension world, 13:41-43, October 1977.

Descriptors: *Retirement--Compulsory / *Older worker--Utilization.

RETIREMENT PLANNING

12-178

Huggins, D. E. C.

Today's retiree wants individual attention. Canadian personnel and industrial relations journal, 24:17-21, October 1977.

Descriptors: *Retirement planning.

SAFETY

12-179

Does business value human life? business and society review, p.44-53, Summer 1977.

Descriptors: *Safety / *Hazardous occupations / *Executives--Attitudes / Work values.

12-180

Smith, Mary W.

'Emergence' of women employees causes unusual 'emergencies'. International journal of occupational health & safety, 46:24-25, July-August 1977.

Descriptors: *Women employees / *Safety / *Accidents.

12-181 1e558 .Un44i

U.S. Department of Labor.

Investigating accidents in the workplace; a manual for compliance safety and health officers. Washington, U.S. Govt. Print. Off., 1977. 16p. (OSHA 2288)

Descriptors: *Accidents--Handbooks, manuals, etc. / *Investigators--Responsibilities.

SELECTION

12-182

Anstey Edgar.

A 30-year follow-up of the CSSB procedure, with lessons for the future Journal of occupational psychology, 50:149-159, September 1977.

Descriptors: *Selection--Research / *Test validity / *Interviewing / Prediction of occupational success / Great Britain--Civil service.

12-183

Berger, Lance A.

Beneath the tip of the iceberg: how to handle the employee selection decision. Personnel, 54:61-67, September-October 1977

Descriptors: *Selection / *Training courses of study. / *Interviewing.

12-184 Tech. Rpts ED-130-042

Dunnette, Marvin D. and Stephan J. Motowidlo.

Police selection and career assessment. Washington, Educational Resources Information Center, 1976. 208p.

Performing organization: Personnel Decisions, Inc.

Descriptors: *Police--Selection--Research / *Police--Tests--Research / Performance evaluation / Promotion.

SUPERVISORS

12-185

Clark, Douglas W.

Do you inspire employee loyalty? Supervision, 39:9-10, October 1977.

Descriptors: *Loyalty / *Supervisors--Responsibilities / *Working climate / *Communication in personnel management.

12-186

Jerdee, Thomas H. and Richard P. Calhoon.

Training needs of first-level supervisors. Personnel administrator, 22:23-24+, October 1977.

Descriptors: *Training needs analysis--Research / *Supervisors--Training--Research / North Carolina / State employees / Local officials and empoyees / Individuality.

SUPERVISORS (Cont'd)

12-187 M-Fiche

Joure, Sylvia A. and others.

Dogmatism as a predictor of effective supervisory skills. Washington, Educational Resources Information Center, 1975. 7p. (ED-131-196)

Paper presented at the 21st annual meeting of the Southeastern Psychological Association, Atlanta, March, 1975.

Descriptors: *Leadership style--Research / *Supervisors--Characteristics--Research / Supervisors--Attitudes--Research / *Human relations--Research / Personality.

12-188

May, Bess R.

How to utilize good guidance tactics. Supervision, 39:20-21, October 1977.

Descriptors: *Work assignment / *Supervisors--Responsibilities

12-189

Mohr, Lawrence B.

Authority and democracy in organizations. human relations, 30:919-947, October 1977.

Descriptors: *Supervisors--Characteristics--Research / *Leadership style--Research / Participative management.

12-190

Wallack, Stuart J.

Budgeting time for better management. Supervisory management, 22:16-21 October 1977.

Descriptors: *Supervisors--Abilities / *Time management / Delegation / Meetings.

TESTS

12-191 M-Film

Blyth, Mary M.

The development of a written occupational competency examination for legal secretaries. Ann Arbor, Mich., University Microfilms, 1977. 204p.

Doctoral dissertation, Wayne State University, 1976. Abstracted in Dissertation Astracts International, vol. 37, no. 11, May 1977, p. 7091-A.

Descriptors: *Legal secretaries--Tests, questions, etc. / *Tests--Construction--Research.

12-192

Boyd, William M., II.

SATs and minorities: the dangers of underprediction. Change, 9:48-49+, November 1977.

Descriptors: Test bias / *Discrimination in education / *Test validity--Research / *Minority groups--Discrimination / Education, Higher / *College students--Statistics / College graduates--Statistics / Test scores--Statistics.

12-193 Ie176 .Ed8i 1976

Educational Testing Service.

Testing and the public interest; proceedings of the 1976 ETS invitational conference. Princeton, N.J., 1976. 75p.

Descriptors: *Tests--Conferences / *Tests, Culture-free / *Test validity.

12-194

Schmidt, Frank L. and John E. Hunter.
Development of a general solution to the problem of validity generalization. Journal of applied psychology, 62:529-540, October 1977.
Frank L. Schmidt is an employee of the U.S. Civil Service Commission in the bureau of Policies & Standards.
Descriptors: *Test validity--Research / Probabilities.

12-195 Ie221 .Un35cr

U.S. Civil Service Commission.
Criterion-related validity of PACE constructs: a review of the literature. Prepared by Martin Reck, Applied Psychology Section, Personnel Research and Development Center, Bureau of Policies and Standards. Washington, U.S. Govt. Print., Off., 1977. 9p. (Professional series 77-4)
Descriptors: *Professional and Administrative Career Examination / *Test validity / *Literature reviews / Federal government.

12-196 Ie256 .Un35d

U.S. Civil Service Commission.
The definition and measurement of numerical ability. Prepared by Lois C. Northrup, Personnel Research and Development Center, Bureau of Policies and Standards. Washington, U.S. Govt. Print. Off., 1977. 11p. (Technical memorandum 77-9)
Descriptors: *Tests, Aptitude--Research / *Mathematical ability / Factor analysis / Test items.

12-197 Ie179 .Un35rc

U.S. Civil Service Commission.
Research base for the written test portion of the Professional and Administrative Career Examination (PACE): prediction of job performance for claims authorizers in the social insurance claims examining occupation. Prepared by Marvin H. Trattner and others, Research Section, Personnel Research and Development Center, Bureau of Policies and Standards. Washington, U.S. Govt. Print. Off., 1977. 40p. (Technical study 77-3)
Descriptors: *Professional and Administrative Career Examination--Research / *Claims examiners / *Test validity--Research / Federal government / U.S. Social Security Administration / Test reliability--Research.

12-198 Ie179 .Un35ri

U.S. Civil Service Commission.
Research base for the written test portion of the Professional and Administrative Career Examination (PACE): prediction of job performance for internal revenue officers. Prepared by Brian S. O'Leary and Marvin H. Trattner, Research Section, Personnel Research and Development Center, Bureau of Policies and Standards. Washington, U.S. Govt. Print. Off., 1977. 35p. (Technical study 77-6)
Descriptors: *Professional and Administrative Career Examination--Research / *Internal revenue agents / *Test validity--Research / Test reliability--Research / Federal government.

12-199 Ie221 .Un35t

U.S. Civil Service Commission.
Tailored testing: a spectacular success for latent trait theory. Prepared by Vern W. Urry, Research Section, Personnel Research and Development Center, Bureau of Policies and Standards. Washington, 1977. 29p. (Technical study 77-2)
"This is an expanded version of Urry, V. W. Tailored testing: a successful application of latent trait theory. Journal of Educational Measurement, 14:181-196, Summer 1977.
Descriptors: *Computer-assisted tests--Research / Tests--Theory / Test validity / Tests--Construction / Test items / Federal government.

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12-200 M-Fiche

U.S. Department of the Navy.

Investigation of the United States Navy clerical aptitude test, Form 6. Prepared by Ervin W. Curtis, Personnel Measurement Research Department. Springfield, Va., National Technical Information Service, 1965. 34p. (AD-620-668)

Descriptors: *Tests, Aptitude--Evaluation--Research / *Office workers--Tests--Research / *Test validity--Research.

TRAINING

12-201

Beaumont, C. F. A.

University students in the technologial society. Canadian personnel and industrial relations journal, 24:37-40, October 1977.

Descriptors: *Work-study programs.

12-202 M-Film

Brannen, Dalton E.

An analysis of training needs of lower and middle management personnel. Ann Arbor, Mich., University Microfilms, 1977. 267p.

Doctoral dissertation, University of Mississippi, 1976. Abstracted in Dissertation Abstracts International, vol. 37, no. 11, May 1977, p. 7194-A.

Descriptors: *Training needs analysis / *Middle managers--Training--Research /*Supervisors--Training--Research.

12-203

Broadwell, Martin M.

It pays to increase your support of on-the-job training. Training, 14:77-79, October 1977.

Descriptors: *On-the-job training.

12-204

Hall, Francine and Maryann Albrecht.

Training for EEO: what kinds and for whom? Personnel administrator, 22:25-28, October 1977.

Descriptors: *Equal opportunity in employment--Study and teaching / *Training needs analysis / Personnel directors--Training / Women--Training / Minority groups--Training.

12-205

Hankins, Mike.

Training of position classification specialists within the Army. Classifiers column (Classification and Compensation Society), 8:12-14, October 1977.

Descriptors: *Position classifiers--Training / *U.S. Department of the Army / Federal government.

12-206

Leon-Guerrero, J. B.

Training in classification, U.S. Air Force. Classifiers column (Classification and Compensation Society), 8:14-15, October 1977.

Descriptors: *Position classifiers--Training / *U.S. Department of the Air Force / Federal government.

12-207
Morgan, Daniel C.
Career development programs. Personnel, 54:23-27, September-October 1977.
Descriptors: *Employee development--Methods.

12-208 1e608 .M83p
Morrison, James H. and John J. O'Hearne.
Practical transactional analysis in management. Reading, Mass., Addison-Wesley Pub. Co., 1977. 156p.
Descriptors: *Transactional analysis--Study and teaching / Executives--training / Motivation theory / Human relations training.

12-209
Smith, Leonard J.
Training and the Temple of Learning. Personnel administrator, 22:20-22, October 1977.
Descriptors: *Training.

12-210 1e418 .Un35pa 1977
U.S. Civil Service Commission.
Training. Prepared by The Library. Washington, U.S. Govt. Print. Off., 1977. 51p. (Personnel bibliography series no. 84)
Descriptors: *Training--Bibliography / *Executives--Training--Bibliography / *Supervisors--Training--Bibliography / *Training administration--bibliography / *Adult education--Bibliography / *Internship--Bibliography / *Handicapped--Training--Bibliography / *Disadvantaged--Training--Bibliography / *Minority groups--Training--Bibliography / *Training methods--Bibliography / Federal government.

12-211
U.S. President, 1977- (Jimmy Carter)
Work-study program students; Executive Order 12015. October 26, 1977. Weekly compilation of Presidential documents, 13:1661-1662, October 31, 1977.
Descriptors: *Work-study programs / *Civil service / Federal employees / *College graduates--Employment--Executive orders.

12-212
Yerys, Arlene.
Why women need assertiveness training. Supervisory management, 22:2-7, October 1977.
Based on a presentation made at the American Management Associations' Human Resources Conference, March 1977.
Descriptors: *Women--Characteristics / *Assertiveness training / *Women--Training / Training needs analysis / Women--Training--Evaluation.

TRAINING ADMINISTRATION

12-213

Bell, Chip R.

Criteria for selecting instructional strategies. Training and development journal, 31:3-7, October 1977.

Descriptors: *Training planning / *Training methods.

12-214

[The corporate university.] Training, 14:45-47+, October 1977.

Contents: So you want to start your own corporate university, by John Kellow and Bob Eddy; Learn how these corporate u's save time and money creatively.

Descriptors: *Conference centers / *Training cost.

12-215

Jorz, Joanne J. and Louise M. Richards.

A curriculum plan to develop training professionals. Training and development journal, 31:22-24, October 1977.

Earlier article about the Professional Development Program of the U.S. Civil Service Commission appeared in Training and Development Journal, 29:18-20, December 1975 (Personnel Literature, February 1976, item 2-259).

Descriptors: *Training courses of study / *Training officers--Training / *Employee development / U.S. Civil Service Commission / Federal government.

12-216

Rummler, Geary A.

You need performance, not just training. Training, 14:50-53, October 1977.

Descriptors: *Training planning / Performance / Training evaluation.

12-217

Training talks to the top. Training, 14:24-29, October 1977.

Interviews with chief executive officers, including Alan K. Campbell, Chairman, U.S. Civil Service Commission.

Descriptors: *Training administration / *Training cost / Federal government.

12-218

Weiss, Alan.

HRD in your organization: how to take its pulse. Training, 14:56-57, October 1977.

Descriptors: *Training administration--Evaluation / *Training officers--Responsibilities.

TRAINING EVALUATION

12-219 Ie418.9 .Un35p

U.S. Civil Service Commission.

A process for the evaluation of training. Prepared by Bureau of Training, Training Leadership Division. Washington, [1977]. 23p.

Descriptors: *Training evaluation--Methods / *Training evaluation--Handbooks, manuals, etc.

TRAINING METHODS

12-220

Matthews, Bonnye L.

Training more employees for less money. Training and development journal, 31:42-46, October 1977.

Part 1 appeared in Training and Development Journal, 31:44-50, September 1977 (Personnel Literature, October 1977, item 10-209).

Descriptors: *Programmed instruction / *Phonotapes / *Training methods.

WOMEN--EMPLOYMENT

12-221 M-Fiche

King, Allan G.
Industrial structure, the flexibility of working hours, and women's labor force participation. Springfield, Va., National Technical Information Service, 1976. 23p. (PB-262-328)
Performing organization: University of Texas, Population Research Center.
Descriptors: *Mothers--Employment--Research / *Women--Employment--Research / *Flexible working hours.

12-222

Out of the typing pool and onto the board: a list of women directors. Business and society review, p.27-33, Summer 1977.
Descriptors: *Directors of corporations--Directories / *Women--Employment.

12-223 M-Fiche

Phelps, Ann T., Helen S. Farmer and Thomas E. Backer.
Selected annotated bibliography on women at work. Washington, Educational Resources Information Center, 1975. 106p. (ED-127-520)
Performing organization: Human Interaction Research Institute.
Descriptors: *Women--Employment--Bibliography / *Women--Career planning--Bibliography.

12-224

Rich, Les.
24 women: 24 managers. Worklife, 2:24-26, November 1977.
Descriptors: *Women executives--Employment / *Women--Career opportunities / Women--Abilities / *Women--Education.

12-225

Sexual harrassment on the job. Ms., 6:47-51+, November 1977.
Contents: How to spot it and how to stop it, by Karen Lindsey; The UN's dirty little secret, by Mim Kelber.
Descriptors: *Women--Employment / *Women--Discrimination--Case studies / Ethics / Power (Social Sciences) / Sex--Psychological aspects / Discrimination--Law and legislation / United Nations.

12-226

Sheed, Wilfrid.
Now that men can cry... New York times magazine, p.38-40+, October 30, 1977.
Descriptors: *Equal opportunity in employment / Human relations / Married women / *Women--Attitudes toward / *Social classes / *Social change / *Women--Employment--Social aspects / Women employees--Career opportunities / Job satisfaction.

12-227 Ie154 .Un38w

U.S. Congress. House. Committee on Small Business.
Women in business; a report of the Subcommittee on Minority Enterprise and General Oversight of the... Washington, U.S. Govt. Print. Off., 1977. 27p. (H. rept. 604, 95th Cong.)
Descriptors: *Women executives / *Women executives--Statistics / *U.S. Small Business Administration--Statistics / Federal government.

WOMEN EMPLOYMENT (Cont'd)

12-228 Ie154 .Un472

U.S. Equal Employment Opportunity Commission.
Women: the path to equal employment, by Melvin Humphrey. Washington, U.S. Govt. Print. Off., 1977. 211p. (Research report no 56)
Descriptors: *Women--Employment--Statistics / Women--Pay--Statistics / *Afro-American women--Statistics / Women--Utilization.

12-229

Willix, Dorotha R.
There's a lady in the board room. Manage, 29:20-21, September-October 1977.
Descriptors: *Women executives / *Women--Characteristics / Women--Career opportunities.

WORK LIFE

12-230 HD8072 .G99p

Gyllenhammar, Pehr G.
People at work. Reading, mass., Addison-Wesley Pub. Co., 1977. 164p.
Description of the Volvo organization as a result of the Kalmar experiment.
Descriptors: *Working climate--Psychological aspects / *Blue collar workers--Job satisfaction / Quality of working life / *Small groups / Industrial sociology / Sweden / Decentralization.

12-231

Kremer, J. Richard.
Long-range planning for expansion; part one. Management world, 6:28-31, October 1977.
Descriptors: *Office layout--Psychological aspects / *Office layout--Planning / *Working climate / *Working conditions / Job satisfaction / Labor turnover control.

WORKFORCE PLANNING

12-232 Id228.5 .Un76c

U.S. Department of the Navy.
Computer-assisted manpower models using goal programming, by Richard J. Niehaus. Washington, 1977. 32p. (OCP research report no. 32)
Descriptors: *Workforce planning models--Research / *Linear programming / Federal government.

12-233 Id228.5 .Un76p

U.S. Department of the Navy.
A promotion policy model for laboratory workforce planning, by R. A. Albanese and others. Washington, 1977. 30p. (OCP research report no. 30)
Descriptors: *Workforce planning models--Research / *Promotion--Mathematical models / *Scientists--Workforce planning / *Technicians--Workforce planning / Federal government.

12-234 Id228.5 .Un76w

U.S. Department of the Navy.
Workforce goals planning for the naval laboratory system, by W. W. Cooper, R. J. Niehaus and D. Nitterhouse. Washington, 1977. 40p. (OCP research report no. 31)
Descriptors: *Workforce planning--Research / Scientists--Workforce planning / Engineers--Workforce planning / Federal government.

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